

ECAD TRAVEL REQUEST

BCD - 866-964-1346
Travel Help Desk 513-487-2346 or
Cind_travel@epa.gov

Please bold your selection

Name: Peter Gold	Contact # during travel: Ex. 6 Personal Privacy (PP)	
Travel Begin: 03/30/2022	Travel End: 03/31/2022	
<input type="radio"/> NO COST TRAVEL	<input type="radio"/> UNDER 50 MILES	<input checked="" type="radio"/> OVER 50 MILES
Destination city: (list location and dates if more than 1) Millsboro Delaware		
Description/Purpose of Travel: NPDES Inspection		
Travel Purpose Code: <input type="checkbox"/> P1 - Employee Emergency <input type="checkbox"/> P2 - Mission Operational (Informational Meeting or Speech) <input checked="" type="checkbox"/> P3 - Special Agency Mission (Site and enforcement related travel) <input type="checkbox"/> P4 - Conference (Attach completed Training Form SF-182) located in BAPS <input type="checkbox"/> P5 - Training (Attach completed Training Form SF-182 located in BAPS) <input type="checkbox"/> P6 - Relocation		
If travel is funded outside Region 3 attach Cross Funding Accounting from Office paying for trip Registration Fees are paid with a Division Bank Card when your SF-182 is approved. DO NOT use your own Credit Card.		

Reservations

	Destination Airport:	Destination Departure Time:
	Departure Time:	Other Preferences:
	Amtrak Departure Time:	Destination Departure Time:
	GSA Car Reservation Needed from: 3/30/2022	to: 3/31/2022
	Privately Owned Vehicle (POV) Justification:	
Hotel Name, Address, Zip Code: Avid Hotel 30226 Commerce Blvd Millsboro DE		Made Own Reservation: Yes
Higher Lodging Required?	Justification for Higher Lodging: (Lodging must not be available at government rate within a reasonable distance and a memo from your supervisor if over 150% of gov't rate is required.)	
List meals included:		

Submit this request via email to R3_ECAD_ADMIN@epa.gov with all required documents for processing

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Expenses

	Estimated Cost		Actual Cost	GOV/ Personal Reimbursement		Estimated Cost		Actual Cost	GOV/ Personal Reimbursement
Hotel Tax	\$25				Parking	\$10			
Tolls					Rental Car				
Internet Access Charge					Gas (for rental car)				
Supplies					Public Transit				
Excess Baggage					POV (56 ¢ per mile)	<i>No. of miles</i>		<i>No. of miles</i>	PERS
Other (list in this box)					POV (16 ¢ per mile) Gov. vehicle. available but not used	<i>No. of miles</i>		<i>No. of miles</i>	PERS

Retain receipts for Train, Air, Lodging, Rental Car, and any expense over \$75 to submit with your voucher. Meal Receipts are not needed. ***Train and air receipts need fare listed; itineraries and boarding passes are not accepted.***

Funding

Select if you are using one of the below funding.

Selection	PRC Name (Section Authorized to use)	Concur Funding Code	Accounting PRC
<input type="checkbox"/>	Chesapeake Bay (3ED21, 3ED32)	EPM3ED	000E63
<input type="checkbox"/>	Oil (3ED12, 3ED13)	OIL1ED	000D91

Please consult with your supervisor if you don't know what type of funding to use.

Supervisor Approval

PETER GOLD Digitally signed by PETER GOLD
Date: 2022.03.18 08:39:27 -04'00'

Signature

Date

Before you travel make sure your TA is Authorized in Concur.

Have a safe trip and remember to submit this form with actual cost for your voucher when you return.

Submit this request via email to R3_ECAD_ADMIN@epa.gov with all required documents for processing

Internal Document – Not to be distributed outside EPA Region III

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